

## HEALTH AND SAFETY ORIENTATION

A health and safety orientation must be conducted for all new workers and whenever the production moves to a new location. Key points must be repeated daily and on call sheets.

PRODUCTION TITLE: \_\_\_\_\_

PRODUCTION DATE/S: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

- Everybody is responsible for their own and others health and safety under the Republic Act 11058 or the Occupational Safety and Health Standards Act. If you are unsure of your responsibilities, speak with your direct supervisor or the health and safety officer.
- If you have a safety issue or need to report a safety risk, speak with the relevant head of department, an assistant director, the health and safety officer, producer or production manager and fill in the risk register, which is located  
\_\_\_\_\_
- The health and safety officer is \_\_\_\_\_ and can be contacted at \_\_\_\_\_
- The medical professional / nurse on set is \_\_\_\_\_ and can be contacted at \_\_\_\_\_
- First aid kits are located at \_\_\_\_\_
- Fire extinguishers are located at \_\_\_\_\_
- In the event of an emergency, exit to the designated assembly point located at \_\_\_\_\_
- For emergencies, call the local emergency numbers on the daily call sheet.
- Emergency equipment must only to be used for emergencies.
- Restricted areas include the following locations, or as verbally updated \_\_\_\_\_
- No bullying or harassment of any kind, will be tolerated. If you experience or witness any such incident or are a victim yourself, report it to the medical professional, the health and safety officer, the production manager, or anyone else that you feel comfortable talking to – including an external agency.
- Being under the influence of alcohol and drugs is not tolerated. See the Health and Safety Officer if you are on any prescription drugs that may affect your work.
- See the medical professional if you have any medical conditions.
- Smoking must not be allowed anywhere other than a designated area.
- Keep all exits and walkways clear of equipment.